



Job Title: Director of Strategic Initiatives
Department: Grants & Community Impact
Reports to: VP for Grants & Community Impact
Effective: April 29, 2024
Salary Range: \$90,000-\$110,000

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

Position Summary

The Director of Strategic Initiatives is a key position on the Grants & Community Impact (GCI) team and is responsible for leading the Foundation's community impact initiatives to close the opportunity gap. Closing the opportunity gap—the divide that leaves many Vermonters struggling to build bright, secure futures no matter how hard they work—is the cornerstone of VCF's mission. VCF believes that no one should be held back by their zip code, income level, the color of their skin, or any aspect of their identity.

The Director of Strategic Initiatives supervises a small team of program officers and project managers within the GCI team working on the Community Foundation's five impact areas, as well as other strategic initiatives. This is a new position as the Foundation works towards the goal of expanding the VCF's charitable impact in Vermont by doubling the dollars sustainably active in the community by 2027.

The director's primary responsibilities include:

- Leading the GCI team in identifying, researching, and partnering on strategies to close the opportunity gap, furthering work within the five impact areas, and responding to needs and challenges in communities across Vermont
- Providing effective, supportive management and coaching for program officers and project managers on the community impact team
- Holding strong, trust-based relationships with nonprofit organizations, state and local leaders, and other partners all of whom are critical to the work of the VCF
- Collaborating closely with the Philanthropy team to surface, evaluate, and present proposals and grant slates to share with fundholders that align with the Foundation's work to close the opportunity gap
- Partnering with Marketing & Communications to identify, build out, and share stories of community impact as well as the outcomes of targeted grantmaking and community leadership strategies

- Working with the Philanthropy and Marketing teams to raise funds and contributions for the VCF's strategic initiatives
- Working closely with the senior management to set overall goals and strategy for the department, as well as plan department meetings, learning opportunities, and other department events

The VCF is on a growth trajectory and is looking for leaders with a growth mindset. As a member of the leadership team for VCF, this position models VCF's core values and serves as a positive role model for change. This position also sits on the GCI leadership team. In this capacity, the director helps to set department goals and targets for success and commits to personal and professional development.

This position is full-time and currently manages 3-5 full-time positions. The director reports to the VP for Grants & Community Impact.

Essential Responsibilities

Community Impact and Strategy

- Lead the GCI team in learning more about the challenges facing Vermonters and exploring opportunities for positive change
- Work with diverse partners and collaborators to help bring promising ideas and projects to fruition
- Engage in strategic planning and effective project management to steward complex initiatives through all stages of development from conception to completion
- Balance a full workload while working in close collaboration with the GCI team
- Gather, track, and analyze data at statewide, project-based, and lessons-learned levels to better communicate the systems-change work of the opportunity gap
- Consistently work interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, partners, and collaborators

Knowledge and Data Management

- Partner with the GCI senior management to understand and communicate the VCF's impact through internal and external reports, capture grantees' stories, conduct annual grantee surveys, and draw out lessons learned from VCF's strategic initiatives and work with the five impact areas
- Collaborate with the Philanthropy team to generate landscape scans, grant slates, and other stewardship needs for fundholders
- Serve as primary liaison with the Communications team to leverage Insight Hub content that inspires a broad range of audiences and that highlights the VCF's ability to drive positive change in Vermont
- Work closely with the Philanthropy team and the Marketing & Communications team to identify topics and content that increase fundholder participation and funding contributions in line with VCF's key strategic initiatives

Leadership, Learning, and Innovation

- Establish key performance metrics for impact and strategy development
- Work with the GCI leadership team to set department goals and targets for success
- Support the GCI team in remaining nimble, innovative, and connected through periods of change and growth
- Stay abreast of emerging trends and best practices in philanthropy, grantmaking, and community impact including the values of equity and racial justice

- Work with the Marketing & Communications team and the Philanthropy team to develop new approaches to inspire giving

Key Competencies

The VCF's culture inspires and empowers employees to do their best work every day, and we are committed to creating a safe, inclusive, and positive workplace. In keeping with our core values, we are seeking team players who value collaboration, diverse perspectives, and community.

- Demonstrated curiosity, integrity, and initiative
- Research skills and ability to organize large volumes of information to communicate clearly with nonprofit organizations, partners, grantees, fundholders, and donors
- Ability to exercise discretion and demonstrate good judgment with sensitive and confidential information
- Ability to coach and develop others, carry out performance reviews, and work with staff on career development
- Demonstrated ability to delegate effectively
- Proven ability to interact respectfully and effectively with a diverse range of partners, state and local leaders, fundholders, donors, and representatives from nonprofit organizations
- Excellent writing skills with the ability to gather, distill, organize, and communicate clearly
- Ability to prioritize, organize, and manage multiple competing assignments, projects, responsibilities, and clients
- Enthusiasm for the best interests of Vermont and Vermonters, including a commitment to working towards equity, justice, inclusion, and belonging for all Vermonters
- Proficient in Microsoft platform and database management tools

Education

Bachelor's degree and at least five years of professional experience working on strategic community initiatives resulting in long-lasting positive impacts. Experience leading and supervising a collaborative team through periods of growth and change is preferred. (Five or more years of active experience in a community leadership and impact role can substitute for a bachelor's degree.)

Location

This position may be based in Burlington or Middlebury. Hybrid schedule is an option.

Instructions for Applying

Qualified applicants may send their resume and cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.